



COUNTY OF SAN LUIS OBISPO

DEPARTMENT OF GENERAL SERVICES

COUNTY GOVERNMENT CENTER • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5200

DUANE P LEIB, DIRECTOR

REQUEST FOR PROPOSAL PS- #944 INDEPENDENT LIVING PROGRAM

February 5, 2007

The County of San Luis Obispo is currently soliciting proposals for professional services to provide an Independent Living Program.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception, may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit five [5] copies of your proposal by 5:00 p.m. on March 5, 2007 to:

County of San Luis Obispo
Jack Markey, Central Services
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Trish Avery Caldwell at (805) 781-1831.

JACK MARKEY
Supervising Buyer - Central Services Division
jmarkey@co.slo.ca.us

TO: ALL PROSPECTIVE PROPOSERS
SUBJECT: LOCAL PROPOSERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal Request for Proposals for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law or, other law or regulation precludes this local preference.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate RFP's (Request For Proposals) considering the local vendor preference described above. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective proposers are encouraged to quote the lowest prices at which you can furnish the items or services listed in County proposals.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual: _____ Title: _____

Signature: _____ Dated: _____

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of five, (5) copies must be received by mail, recognized carrier, or hand delivered no later than 5:00 p.m. on March 5, 2007. Late proposals will not be considered.
2. All correspondence should be directed to:

San Luis Obispo County
Department of General Services
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: JACK MARKEY
Telephone: 805-781-5200
3. Costs of preparation of proposals will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
8. The County reserves the option to retain all proposals, whether selected or rejected.
9. All proposals shall remain firm for ninety, (90) days following closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.
11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of recent projects completed that are directly related to this project.
 - d. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
 - a. Summary of approach to be taken.
 - b. Description of the organization and staffing to be used for the project.
 - c. Indication of information and participation the proposer will require from County staff.
5. Fees and Insurance
 - a. Propose total fixed fees to complete project as described.
 - b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000 General Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.
 - c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

d. **Insurance Requirements**

Consultant, at its sole cost and expense, shall purchase and maintain the insurance policies set forth below on all of its operations under this Agreement. Such policies shall be maintained for the full term of this Agreement and the related warranty period (if applicable) and shall provide products/completed operations coverage for four (4) years following completion of Consultant's work under this Agreement and acceptance by the County. Any failure to comply with reporting provision(s) of the policies referred to above shall not affect coverage provided to the County, its officers, employees, volunteers and agents. For purposes of the insurance policies required hereunder, the term "County" shall include officers, employees, volunteers and agents of the County of San Luis Obispo, California, individually or collectively.

1. **MINIMUM SCOPE AND LIMITS OF REQUIRED INSURANCE POLICIES**

The following policies shall be maintained with insurers authorized to do business in the State of California and shall be issued under forms of policies satisfactory to the County:

a. **COMMERCIAL GENERAL LIABILITY INSURANCE POLICY ("CGL")**

Policy shall include coverage at least as broad as set forth in Insurance Services Office (herein "ISO") Commercial General Liability coverage. (Occurrence Form CG 0001) with policy limits not less than the following:

\$1,000,000 each occurrence (combined single limit);
\$1,000,000 for personal injury liability;
\$1,000,000 aggregate for products-completed operations; and,
\$1,000,000 general aggregate.

The general aggregate limits shall apply separately to Consultant's work under this Agreement.

b. **BUSINESS AUTOMOBILE LIABILITY POLICY ("BAL")**

Policy shall include coverage at least as broad as set forth in Insurance Services Office Business Automobile Liability Coverage, Code 1 "Any Auto" (Form CA 0001). This policy shall include a minimum combined single limit of not less than One-million (\$1,000,000) dollars for each accident, for bodily injury and/or property damage. Such policy shall be applicable to vehicles used in pursuit of any of the activities associated with this Agreement. Consultant shall not provide a Comprehensive Automobile Liability policy which specifically lists scheduled vehicles without the express written consent of County.

c. **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY ("WC/EL")**

This policy shall include at least the following coverages and policy limits:

1. Workers' Compensation insurance as required by the laws of the State of California; and
2. Employer's Liability Insurance Coverage B with coverage amounts not less than one million (\$1,000,000) dollars each accident/Bodily Injury (herein "BI"); one million (\$1,000,000) dollars policy limit BI by disease; and, one million (\$1,000,000) dollars each employee BI by disease.

2. **DEDUCTIBLES AND SELF-INSURANCE RETENTIONS**

Any deductibles and/or self-insured retentions which apply to any of the insurance policies referred to above shall be declared in writing by Consultant and approved by the County before work is begun pursuant to this Agreement. At the option of the County, Consultant shall either reduce or eliminate such deductibles or self-insured retentions as respect the County, its officers, employees, volunteers and agents, or shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and/or defense expenses.

3. **ENDORSEMENTS**

All of the following clauses and endorsements, or similar provisions, are required to be made a part of insurance policies indicated in parentheses below:

- a. A "Cross Liability", "Severability of Interest" or "Separation of Insured" clause (CGL & BAL);
- b. The County of San Luis Obispo, its officers, employees, volunteers and agents are hereby added as additional insured with respect to all liabilities arising out of Consultant's performance of work under this Agreement (CGL & BAL);
- c. If the insurance policy covers an "accident" basis, it must be changed to "occurrence" (CGL & BAL);
- d. This policy shall be considered primary insurance with respect to any other valid and collectible insurance County may possess, including any self-insured retention County may have, and any other insurance County does possess shall be considered excess insurance only and shall not be called upon to contribute to this insurance (CGL, BAL & PL);
- e. No cancellation or non-renewal of this policy, or reduction of coverage afforded under the policy, shall be effective until written notice has been given at least thirty (30) days prior to the effective date of such reduction or cancellation to County at the address set forth below (CGL, BAL, WC/EL & PL);
- f. Consultant and its insurers shall agree to waive all rights of subrogation against the County, its officers, employees, volunteers and agents for any loss arising under this Agreement (CGL); and
- g. Deductibles and self-insured retentions must be declared (All Policies).

4. **ABSENCE OF INSURANCE COVERAGE**

County may direct Consultant to immediately cease all activities with respect to this Agreement if it determines that Consultant fails to carry, in full force and affect, all insurance policies with coverages at or above the limits specified in this Agreement. Any delays or expense caused due to stopping of work and change of insurance shall be considered Consultant's delay and expense. At the County's discretion, under conditions of lapse, the County may purchase appropriate insurance and charge all costs related to such policy to Consultant.

5. **PROOF OF INSURANCE COVERAGE AND COVERAGE VERIFICATION**

Prior to commencement of work under this Agreement, and annually thereafter for the term of this Agreement, Consultant, or each of Consultant's insurance brokers or companies, shall provide County a current copy of a Certificate of Insurance, on an Accord or similar form, which includes complete policy coverage verification, as evidence of the stipulated coverages. All of the insurance companies providing insurance for Consultant shall have, and provide evidence of, a Best Rating Service rate of A VI or above. The Certificate of Insurance and coverage verification and all other notices related to cancellation or non-renewal shall be mailed to:

List Shipping Address:

e. **Indemnification**

Consultant shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the Consultant, or its agents, employees, or other independent contractors directly responsible to Consultant including, but not limited to the following:

1. Violation of statute, ordinance, or regulation.
2. Professional malpractice.
3. Willful, intentional or other wrongful acts, or failures to act.
4. Negligence or recklessness.
5. Furnishing of defective or dangerous products.
6. Premises liability.
7. Strict Liability.
8. Violation of civil rights.
9. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Consultant is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

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1. INTRODUCTION

1.1 Definitions

1.1.1 CWS - Child Welfare Services

1.1.2 County – Department of Social Services

1.1.3. Independent Living Program (ILP) - MPP Division 31-525.1 requires: “For each child in placement, age 16 or older, the social worker shall develop a written Transitional Interdependent Living (ILP) Plan which describes the programs and services, including employment, as appropriate, which will help the youth prepare for the transition from foster care to independent living.”

1.1.4. Eligible Participants - Persons eligible for services are all youth age 16 and over for whom foster care maintenance payments are being made under Title IV-E; any other youth age 16 and over who are in foster care (non-IV-E eligible) under the responsibility of the State; (including but not limited to non-IV-E eligible youth residing in kinship care who are in receipt of family reunification and/or permanent placement services); and, all former foster care youth 18 to 21 years of age who were in foster care after the age of 16.

1.1.5. Department of Social Services (DSS) - Department representing the County of San Luis Obispo with regard to the ILP services.

1.1.6. Provider - Agency, organization or individual selected to provide services as requested in this RFP.

1.2 Background

The Child Welfare Services (CWS) system is the safety net for protecting neglected and abused children. A significant CWS service and program is foster care: the 24-hour out-of-home care provided to children in need of substitute parenting because their own family is unable or unwilling to care for them. The primary purpose of foster care is to keep children safe while services are provided to reunite their family. However, if returning a children/youth to a parent(s) poses a substantial safety risk the state has the unique obligation to provide for their safety and well-being until they reach the legal adult age of 18-years.

Each year, approximately 4,000 (20 in SLO) foster children “age out” of the California foster care system. To “age out” of the foster care system means youths are discharged to “self” rather than to a family they can count on and call their own. Foster parents have no obligation to house, feed, or guide their *former* foster child(ren). In contrast, according to the National Governor’s Association, about half of youth ages 18-24 live at home and nearly two-thirds of young adults in their early 20’s receive economic support from parents. With little to no support from a family, the outcomes of emancipated foster youth are

bleak and disturbing. According to a report by the U.S. Department of Health and Human Services, within two to four years of leaving the foster care system only 50% of youth had completed high school; fewer than half had jobs; 60% of the young women had given birth; and 25% had been homeless for at least one night (Andrus Family Fund, July 1, 2002 to June 30, 2004, Bi-Annual report, <http://www.affund.org/home.html>). Approximately 3% of foster youth attend college compared to 60% of non-foster youth. From an emotional and financial perspective, these outcomes result in significant economic and social costs to society as a whole (i.e., cost of services and limited contributions to community/society).

The Independent Living Program (ILP) was initially authorized by Public Law (P.L.) 99-272, through the addition of Section 477 to Title IV-E of the Social Security Act and was designed to provide services to youth in placement, ages 16 to 18, to make the transition to a safe and productive adulthood. The enactment of Senate Bill 933, Chapter 311, and Statutes of 1998 amended the Welfare and Institutions Code (WIC) by requiring the provision of self-sufficiency services to emancipated foster youth through age 21.

San Luis Obispo County Department of Social Services currently provides an Independent Living Program (ILP) for all eligible youth. In San Luis Obispo County the name has been changed to the *Interdependent Living Program* (ILP) in an effort to emphasize the importance of agency's and community working together to help foster youth achieve personal success in partnership with other caring adults and services. The program includes learning activities in education, college and career planning, job skills and readiness, money management, vocational assessment, and other necessary skills to become productive citizens. Despite its authorization under Title IV-E, the ILP is not a foster care maintenance program.

As Congress intended, the California Department of Social Services (CDSS) has implemented the program with minimum requirements and specifications. Counties have the flexibility to design services to meet a wide range of individual needs and circumstances for youth based on local demographics and resources. Counties are to coordinate services with other Federal, State and local agencies engaged in similar activities.

The DSS is seeking a creative and new approach to service delivery and the availability of additional resources for this crucial youth program that services both CWS and probation youth. Services shall focus on utilizing existing community resources, integrating foster youth with non-foster youth, and individual rather than group activities when appropriate. DSS will provide program oversight of the ILP services.

1.3 Contract Term and Amount

1.3.1 The term of the services begins July 1, 2007, and ends June 30, 2008.

1.3.2. The total contract amount available for ILP services, permanency case management and operation of California Youth Connection (CYC) is \$372,594.00. This amount includes stipends specifically designated for ILP youth in the program.

1.3.3. The contract may be renewed without a new bid, per Manual Policies and Procedure (MPP) Section 23-621, no more than a three year term or renegotiated under the terms of Section 23-650, Procurement by Negotiation.

1.4 Eligible Applicants.

Entities with demonstrated effectiveness in youth development and services for youth are invited to apply.

Applicants are required to submit proposals that cover the entire county. All youth must have access to all services. The location of activities needs to reflect where the youth population is placed and activities should be located so that all youth have easy access to attend or transportation provided from the youth's residence to the location of the training activity.

1.5 Funding

1.5.1 A combination of Federal, State and Local funds will be used in support of the ILP services.

1.5.2 Expenditures must be related to the specific purposes of ILP.

1.5.3 Title IV-E ILP funds may not be used for the provision of room or board.

1.6 Target Population

Eligible youth for the purpose of the ILP are youth 16 years of age up to the day prior to their 21st birthday. According to the Manual of Policies and Procedures for Child Welfare Services Programs/Independent Living Program Regulations Section 31-525, and the criteria of San Luis Obispo ILP, youth must also meet at least one of the following criteria:

1.6.1 Youth were/are in foster care at any time from their 16th to their 19th birthday.

1.6.2 Youth were/are 16 years of age up to 18 years of age in receipt of the Kinship Guardianship Assistance Payment Program (KinGap) assistance.

Children who meet these criteria could be under the jurisdiction of CWS or the Probation Department. Children who emancipate are still eligible for Aftercare Services up to age 21.

There is approximately 200 total eligible youth in San Luis Obispo County. This number fluctuates with placement changes, youths entering and exiting Foster Care.

San Luis Obispo County is also involved in the Transitional Housing Program (THP+) for emancipated foster/probation youth that serves youth 18 to 23 years of age.

1.7 Program Goals: The program goals of ILP is to help foster youth successfully transition to permanency, self-sufficiency and independence by improving their skills in the following areas:

- Attaining gainful employment through job preparation skills, collaboration with community partners, employment mentors and hands-on training.
- Reaching high levels of education through linkages and support for high school diploma or General Education Degree (GED) and enrollment assistance for post-secondary education.
- Developing necessary life skills like household management, budget and financial management skills, credit issues, and personal responsibility through training and mentoring.
- Acquisition of safe and affordable housing.
- Knowledge of preventative health activities including substance abuse prevention, smoking avoidance, nutrition and pregnancy prevention through specially designed prevention services.
- Development of a mentoring relationship with a responsible adult to assist in transitioning into adulthood.

1.8 Program Outcomes

The program outcomes of the San Luis Obispo County ILP program include every foster youth having a permanent, life-long connection to a responsible, caring adult upon leaving the foster care system and preparing every foster youth for self-sufficiency by providing an individualized plan that offers a combination of assistance with life skills, educational/vocational training, employment, health education, family planning and related services, to ensure life long success and independence.

2. SCOPE OF SERVICES: *Provider must incorporate below scope of services into completed proposal.*

Department of Social Services shall:

2.1 Provide referrals of the ILP program eligible youth.

- 2.2 Complete State annual report (SOC 405 A) with statistical information provided by contractor.
- 2.3 Provide ILP regulatory information to contractor.

Provider shall:

- 2.4 Illustrate ability to proficiently facilitate and implement ILP services that meet required State and Federal Regulations, and the performance Measures, under the direction of the San Luis Obispo County Department of Social Services.
- 2.5 Provide all eligible youth with a calendar of events for the year.
- 2.6 Develop an individual file on each eligible youth that is available for review by County staff.
- 2.7 Provide transportation for youth.
- 2.8 Provide transition programs for emancipated youth, including facilitating referrals to THP+.
- 2.9 Purchase all ILP supplies.
- 2.10 Develop a methodology to distribute stipends to eligible youth following fiscal and regulatory guidelines.
- 2.11 Provide all required information for the State mandated annual report to the County.
- 2.12 Facilitate, implement and coordinate the following type of services for eligible ILP youth.
 - 2.12.1 Permanency. Permanency is about establishing a life-long, kin-like connection between a youth and a supportive adult and is a critical safety net for youth as they transition from care. Young people in out-of-home placements must be given opportunities to learn an array of life skills necessary to become independent adults. There should be a program plan in place that focuses on establishing a permanent placement upon entry into care, and be youth-driven, family-focused, culturally competent and continuous. Provider must be familiar with resources and processes essential to facilitate such placements and ability to establish effective relationship building between foster youth and family, friends, and community members. Services shall expand the number of permanent connections for foster youth by utilizing effective tools to increase the number of foster youth who maintain connections with birth family. Services should provide for youth involvement in their case planning, arranging for every foster youth to spend the holidays with a family.

- 2.12.2 Employment Services. Employment is a key component for improving economic conditions for foster youth. Provider must be able to illustrate a strong ability to collaborate with community partners to utilize existing resources where possible and develop new resources as needed for foster youth. Activities may include employment forums, annual job fair, partnering with neighboring counties and other states, and building long-term partnerships with sponsoring agencies. Program may include paid and unpaid work experience, occupational skill training, adult mentoring, job search assistance, vocational training, job placement and if employed, skills on budgeting, comprehensive guidance and counseling.
- 2.12.3 Education and Vocational Training. Education is a fundamental building block to a productive and successful adult life for foster youth. Provider must be able to provide a variety of activities in collaboration with community partners like local high schools and colleges, adult education, vocational programs, computer-based education programs. Activities may include developing and coordinating a college day, scholarship workshops, exploring alternative education and co-enrollment opportunities, identifying and bringing to County new educational funding sources (e.g., Guardian Scholars), Creating program/process to send care packages to local foster youth who are in college. Direct services to youth may include individual mentoring services, assistance with financial aid and college enrollment, educational vouchers to pay for schooling, locating housing, and budgeting skills.
- 2.12.4 Life Skills. Life skills are critical for foster youth to make and maintain a successful transition to interdependence. Provider must be aware of and utilize the Ansell-Casey Life Skills Assessment instrument with all ILP participants to create a specific life-skills plan for individual youth. In addition, provider must offer new and creative methods for teaching foster youth money-management skills, employment skills, planning and preparing for college, locating housing, learning how to cook, and maintain a checking account and state how skills will be evaluated to demonstrate the goals are met. Provider activities may include developing and facilitating a community service program, a speaker's bureau, field trips, or mentoring program, and linking to community resources to educate youth on selected topics like Bills and Money Management, Cooking Lessons, Housekeeping, Home Decorating, Volunteering.
- 2.12.5 Family Planning and Health Services. Proactive family planning and health services (including mental health) are necessary to ensure healthy choices and lifestyles for foster youth. Provider must be able to have knowledge of foster youth health needs and the resources available to them. The goal is to identify and stabilize the medical and mental health needs of foster youth so they can focus on improving other areas of their life. Provider activities may include guest speakers,

field trips to relevant agency's and facilitating links to needed health services, including drop-in medical advice and treatment, Medi-Cal assistance, family planning, pap smear, vision and hearing testing, diabetes screening and counseling, weight management, STD/HIV check and treatment, physical exams, pre-employment physicals, nutritional support and education, mental health counseling and referrals, and immunizations and referrals.

- 2.12.6 California Youth Connection (CYC). CYC is a statewide advocacy organization of current and former foster youth between the ages of 14-24 and serves to address needs identified by youth rather than policy makers. Provider will coordinate with the state office to ensure CYC organizational goals are met and developed in local CYC Chapter. Provider will be responsible for mentoring and developing current foster youth to become local chapter coordinator at 20 hours per week.